

**United States District Court
Northern District of Texas
Office of the Clerk**

1100 Commerce Street, Room 14A20
Dallas, Texas 75242-1003

**Instructions for Completing Application for Admission
to the Northern District of Texas**

Oath to be Taken in Another District

As requested, we are forwarding an Application for Admission to the Bar of the United States District Court for the Northern District of Texas to you. In completing the application form, follow the guidelines set out below. Please feel free to contact the Clerk's Office at 214 753-2201 if we may be of further assistance.

1. Complete the application form and have it notarized. **Be sure to list your name as it will appear on all documents you file with the Court in item number two (2). Do not retype form.**
2. Return the completed form to the Clerk's Office in the appropriate division in the Northern District of Texas. **Please note that your \$75.00 admission fee is to be paid only when returning your executed oath to the Clerk's Office. Do not send it now.**
3. After proper review of the application by a judge in the Northern District of Texas, the Clerk's Office will mail you a letter of instructions, an oath to be taken before a U.S. District Judge in your district, and a certified copy of the order allowing you to be sworn in.
4. Return the executed oath, together with a check in the amount of \$75.00 payable to "Clerk, U.S. District Court". **Should you fail to return the oath before the expiration of the 90-day period, your application is automatically void and it will be necessary to start the whole process over.**
5. Upon receipt of the executed oath and fee, the Clerk shall issue a Certificate of Admission and send you a packet of information. Your name will then be entered on the roll of attorneys for the Northern District of Texas.